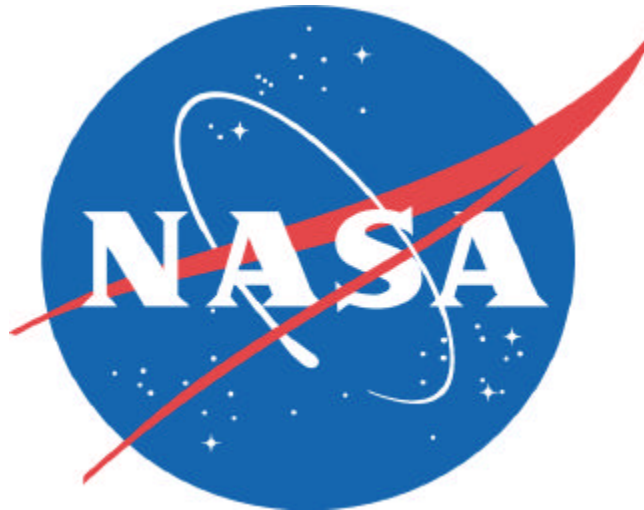


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Subject: OEOP Accomplishment Reports Preparation and Approval



Office of Equal Opportunity Programs
Affirmative Employment and Diversity Policy Division

Office Work Instruction

OEOP Accomplishment Reports Preparation
and Approval

Approved by: _____ Original signed by _____
George E. Reese
Associate Administrator
Office of Equal Opportunity Programs

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1-19-00	.
Revision	A	5-02-00	Revisions made based on systemic analysis of ISO 9001 Registrar comments during February 2000 ISO 9001 Registrar precertification audit of NASA Headquarters Functional Offices. Administrative clarifications made.
Revision	B	8-18-00	Revisions made based on systemic analysis of June 15, 2000 ISO 9001 DNV Scope Expansion and Surveillance Audit checklist review. Revised text to identify quality records for interim reviews, specify evidence of approval, and list acceptance criteria for workmanship.

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1. Purpose

The purpose of this procedure is to establish and define steps to be followed for the preparation, approval, and submission to EEOC of the Annual Minorities and Women (M/W), and Individuals With Disabilities (IWD) Accomplishment Reports.

2. Scope and Applicability

- 2.1 This OWI covers the steps followed by Code EI staff, and Code E senior management in the preparation, approval, and submission to EEOC of the annual accomplishment reports on the employment of minorities and women, and individuals with disabilities.
- 2.2 This OWI applies to OEOP at NASA Headquarters.

3. Definitions

- 3.1 AA – Associate Administrator
- 3.2 ADS-Action Document Summary
- 3.3 ADS Package- Package prepared for the Administrator's signature that contains the AR, a Form 117 for each Code showing concurrence from respective AA/DAA, a copy of the incoming call letter from EEOC, and the edited draft AR received from Code CIC.
- 3.4 AR – Accomplishment Report
- 3.5 Code CIC – Headquarters Correspondence Management Office, Office of Headquarters Operations. This office reviews all documents that require the Administrator's signature. The review is performed for format, style, and substance.
- 3.6 Code E - Office of Equal Opportunity Programs
- 3.7 Code EC – Discrimination Complaints Division, Office of Equal Opportunity Programs
- 3.8 Code EI - Affirmative Employment and Diversity Policy Division, Office of Equal Opportunity Programs
- 3.9 Code EU – Minority University Research and Education Division, Office of Equal Opportunity Programs

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- 3.10 Code F - Office of Human Resources and Education
- 3.11 Code G - Office of the General Counsel
- 3.12 Code M - Office of Space Flight
- 3.13 Code R - Office of Aero-Space Technology
- 3.14 Code S - Office of Space Science
- 3.15 Code Y - Office of Earth Science
- 3.16 Code Z - Office of Policy and Plans
- 3.17 DAA – Deputy Associate Administrator
- 3.18 DD – Division Director
- 3.19 EES – Equal Employment Specialist. This is the professional staff member responsible for the preparation of the respective AEP.
- 3.20 EEOC – U.S. Equal Employment Opportunity Commission. This is the Federal agency that has oversight responsibilities for equal employment opportunity and affirmative employment in the Federal Government.
- 3.19 MD – Management Directive
- 3.21 MD 713 and 714 – Management Directives issued by EEOC. These documents present the substance and format requirements for the preparation of the multi-year AEP and accomplishment reports.
- 3.22 OEOP - Office of Equal Opportunity Programs (Code E)
- 3.23 NHQ Form 117 - Action Document Summary (ADS) - This document is required by the Office of the Administrator and contains a brief description of the document for which signature by the Administrator is sought, as well as signature blocks for requested concurrence(s).
- 3.24 S - Secretary

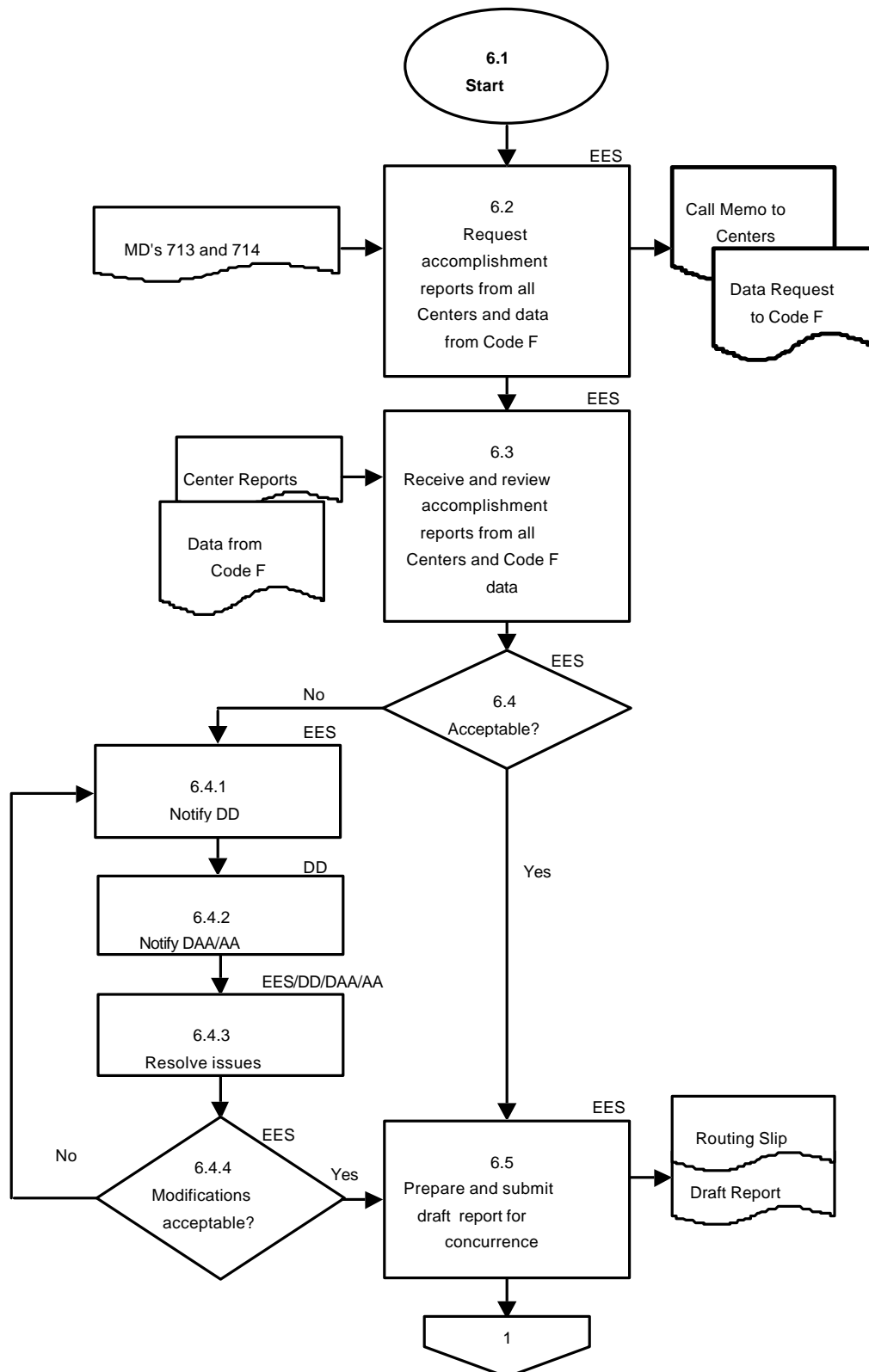
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4. References (Available in hardcopy only)

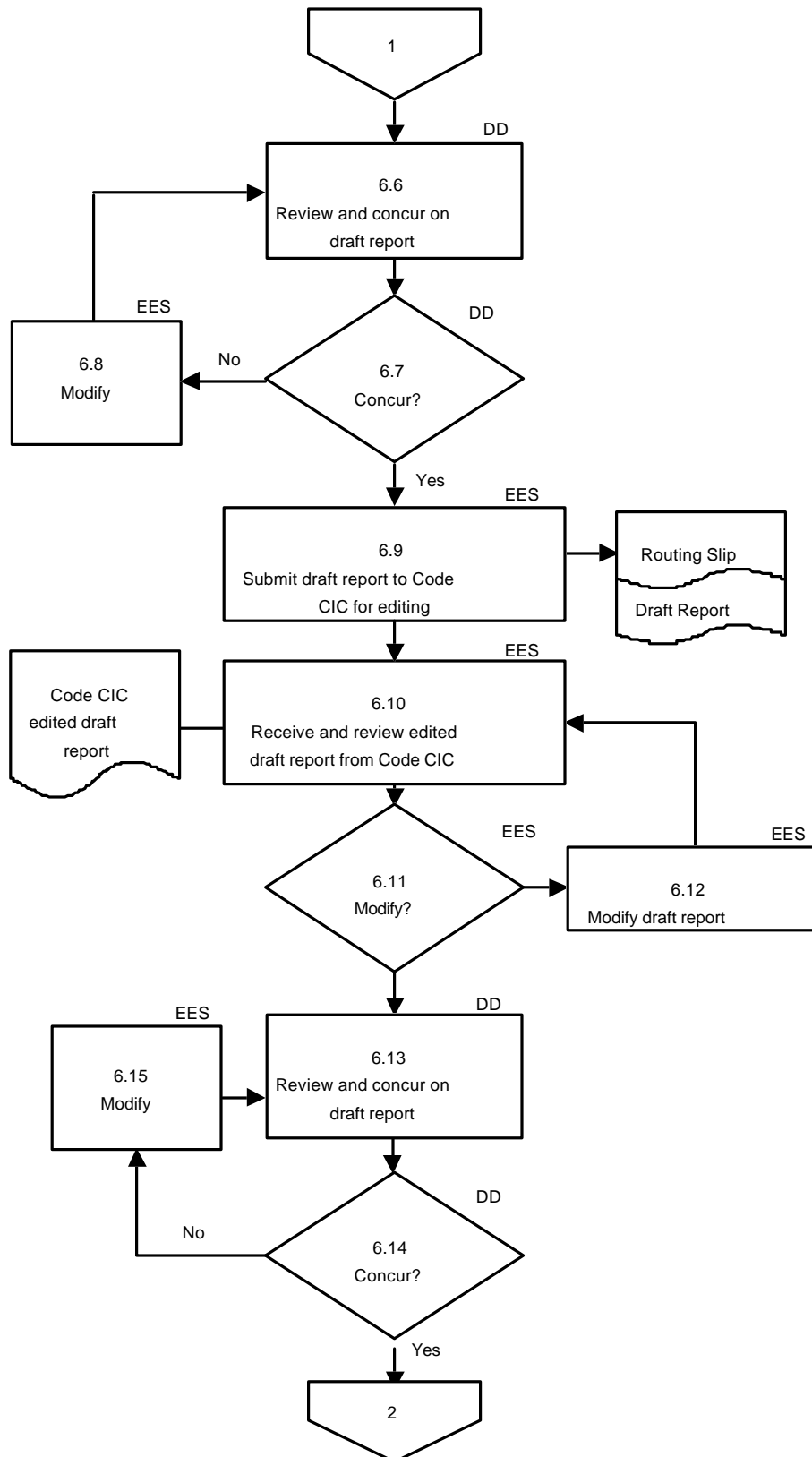
- 4.1 EEOC MD 713 . MD 713 contains the requirements and specifications for the preparation and submission of the Annual Accomplishment Report for Individuals With Disabilities.
- 4.2 EEOC MD 714. MD 714 contains the requirements and specifications for the preparation and submission of the Annual Accomplishment Report for Minorities and Women.

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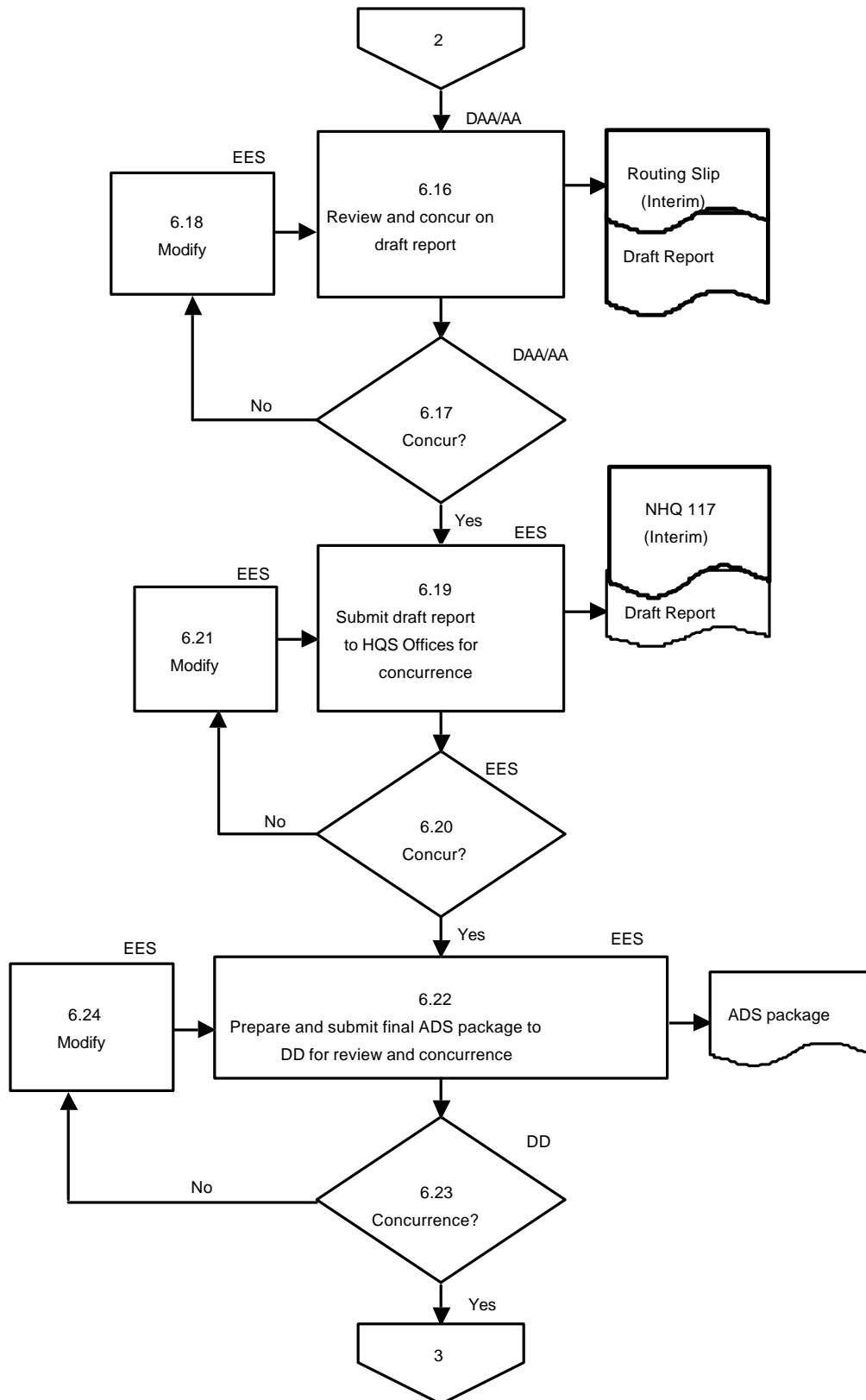
5. Flowchart



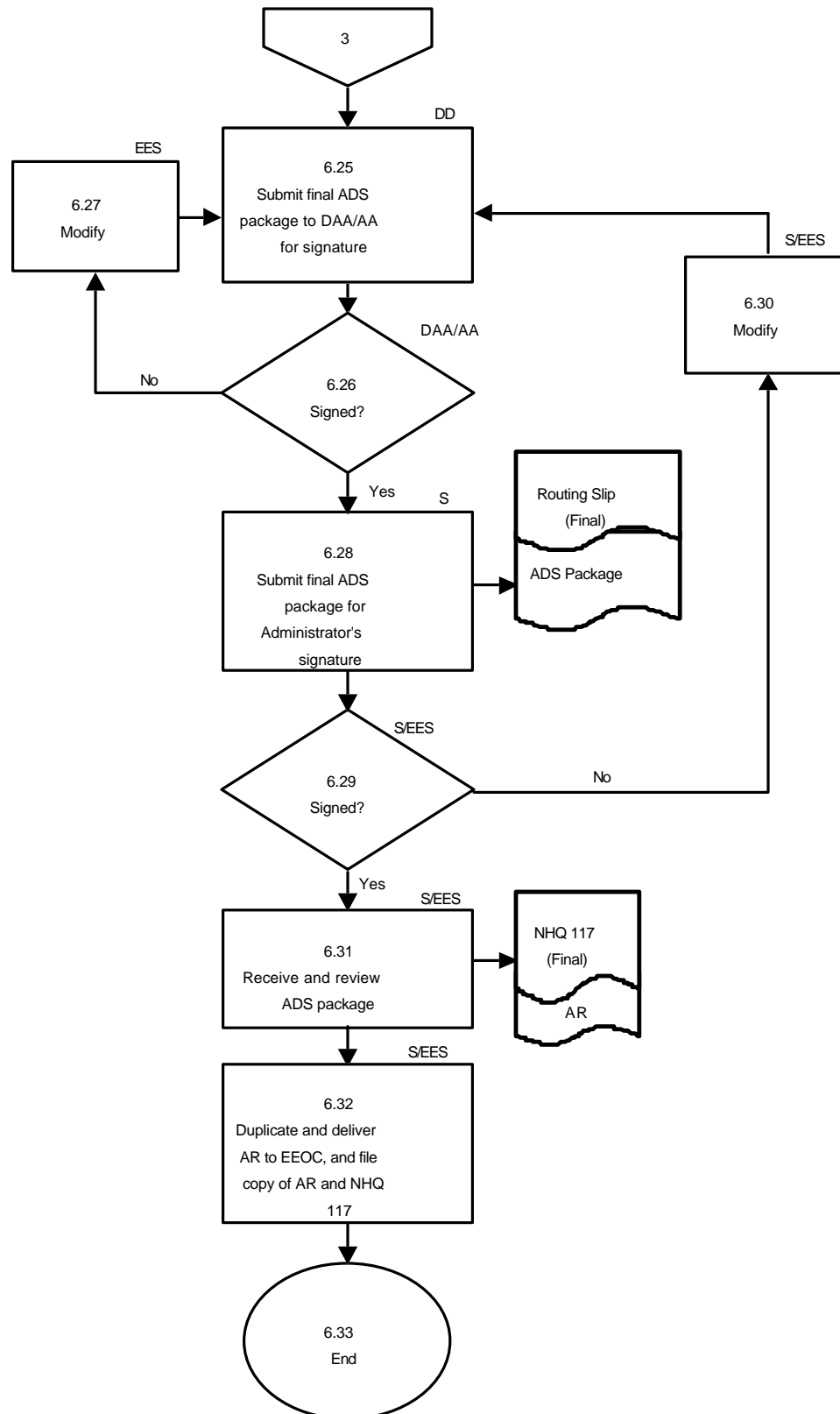
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6. Procedure

<u>Start</u>	<u>Actionee</u>	<u>Action</u>
6.1	Code E	Start
6.2	EES	The EES prepares and the Code EI Division Director signs a written request to each NASA Center for accomplishment reports covering previous fiscal year activities, with deadline for submission. The call memo is retained as a quality record. A written request is also prepared by the EES, signed by the AA, and issued to the AA for Code F calling for the previous fiscal year 's statistical data. For the report covering Individuals With Disabilities (MD 713), the requested data includes workforce representation statistics by specific disability codes, covering such activities as hiring, training, promotions, losses, for full-time and part-time permanent, and temporary employees. A similar request is made from Code F for the Minorities and Women report (MD 714). The call memos are retained as quality records. For responses not received by deadline for submission, the EES calls the EO office to determine the status of the response and when it is to be received.
6.3	EES	EES receives and reviews the Centers' reports and Code F data. The review is conducted to ensure that the input contains the information and data needed to complete the draft accomplishment report.
6.4	EES	EES determines whether the Center's reports and Code F data are acceptable. Using the Call Memo to the Centers and the Data Request to Code F developed in 6.2, the EES reviews the submissions to see if they have the information requested. If the submissions are acceptable, proceed to 6.5. If the submissions are not acceptable, go to 6.4.1.
6.4.1	EES	If submissions are unacceptable, the EES notifies the DD regarding:(1) the source of the unacceptable submission and (2) what information is needed to satisfy 6.2's Call Memo and/or Data Request to Code F. Unacceptable submissions usually result because (1) information and/or data were not provided or (2) the information and/or data provided

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are incomplete or cannot be appropriately validated.

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| 6.4.2 | DD | The DD notifies the DAA/AA of the EES's assessment provided in 6.4.1. |
| 6.4.3 | EES/
DD/
DAA/
AA | The issues that made the submission(s) unacceptable are communicated to the appropriate submitting office and resolution is achieved between either the EES, or Code E management in the person of the DD or DAA/AA, and the submitting office. Resolution usually involves working with the source of the information to: (1) submit information and/or data not originally provided or (2) resubmit (a) more complete information and/or data, or (b) information and/or data that can be better validated. |
| 6.4.4 | EES | EES receives and reviews modifications resulting from the resolutions reached at 6.4.3. If the modifications address 6.2's Call Memo and/or Data Call to Code F, proceed to 6.5. If the modifications are not acceptable, proceed to 6.4.1. |
| 6.5 | EES | The draft AR is prepared and submitted to the DD for review and concurrence. |
| 6.6 | DD | The draft AR is received and reviewed by the DD for concurrence. The decision to concur is based on its responsiveness to the criteria listed in Step 6.2 and the DD's professional judgment, knowledge and experience, and the criteria listed . |
| 6.7 | DD | If DD concurs, initial the routing slip, and proceed to 6.9. If the DD does not concur, go to 6.8. |
| 6.8 | DD | If DD does not concur, requested modifications are prepared. Proceed to 6.6. |
| 6.9 | EES | The draft AR is submitted to Code CIC for editing. This review covers format and style. |
| 6.10 | EES | The edited draft AR is received from Code CIC and is reviewed for changes recommended by CIC. |

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| 6.11 | EES | Determine whether to make modifications to the draft AR. If modifications are made, go to Step 6.12. If no modifications are made forward draft AR to Division Director and go to Step 6.13. |
| 6.12 | EES | Modifications to the draft AR are made based on Code CIC input in the edited draft AR. |
| 6.13 | DD | The draft AR, after Code CIC review, is reviewed and concurred. The decision to concur is based on its responsiveness to the criteria listed in Step 6.2 and the DD's professional judgment, knowledge and experience. |
| 6.14 | DD | If concurrence is given, DD initials the routing slip. Proceed to 6.16. If concurrence is not given, proceed to 6.15. |
| 6.15 | EES | If concurrence is not obtained from DD, modifications are made based on DD review. Proceed to 6.13. |
| 6.16 | AA/
DAA | The draft report, with DD concurrence, is received and reviewed by AA/DAA for concurrence. The decision to concur is based on its responsiveness to the criteria listed in Step 6.2 and AA/DAA's professional judgment, knowledge and experience. |
| 6.17 | AA/DAA | If concurrence is given, the AA/DAA signs the NHQ 117(Interim), and proceed to 6.19. If concurrence is not given, proceed to 6.18. |
| 6.18 | EES | If concurrence from AA/DAA is not obtained, modifications are made based on AA/DAA input. Proceed to 6.16. |
| 6.19 | EES | The draft AR with NHQ Form 117 is submitted to Codes F, G, M, R, S, Y, and Z for review and concurrence. The NHQ Form 117 is retained as an interim quality record. |
| 6.20 | EES | If concurrence is obtained from all the codes, proceed to 6.22. If concurrence is not obtained, go to 6.21. |
| 6.21 | EES | If concurrence from all the Codes is not obtained, |

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- prepare modifications and/or resolve differences. In the case where concurrence(s) are not obtained, the requested modifications are reviewed and revisions made. The nonconcurring office is then contacted by the EES and informed in person of the revisions made. Once agreement is reached on the scope of the revisions, the nonconcurring office then releases its concurrence by signing the NHQ Form 117. Once this is completed, proceed to 6.19.
- 6.22 EES After concurrence from all the Codes is received, an ADS package and routing slip are prepared and submitted to the DD for concurrence.
- 6.23 DD The decision to concur is based on the DD's professional judgment, knowledge, and experience. If concurrence is given, DD initials the routing slip. Proceed to 6.25. If concurrence is not given, go to 6.24.
- 6.24 EES If concurrence is not obtained from DD, prepare modifications and proceed to 6.22.
- 6.25 DD ADS package (AR and NHQ 117) is submitted to AA/DAA for signature on AR.
- 6.26 DAA/AA Review the AR for signature. The decision to sign is made based on its responsiveness to the criteria listed in Step 6.2 and the DAA/AA's professional judgment, knowledge, and experience. If AR is signed by AA/DAA, proceed to 6.28. If the AR is not signed, proceed to 6.27.
- 6.27 EES If AR is not signed by AA/DAA, prepare modifications. Proceed to 6.25.
- 6.28 S The AR and NHQ 117 are submitted to the Administrator for signature.
- 6.29 S/EES If AR is signed, proceed to 6.32. If the AR is not signed, proceed to 6.30.
- 6.30 S/EES If AR is not signed, resolve issues and prepare modifications. Proceed to 6.25.

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- 6.31 S/EES Receive and review ADS package. A copy of the AR and NHQ 117 (Final) are retained as a quality records. The routing slip is removed and discarded.
- 6.32 S/EES Duplicate signed AR, deliver one copy to EEOC, file copy of AR and NHQ 117, and distribute AR to appropriate offices.
- 6.33 End

7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
Call memo to Centers	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section D	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
Data request to Code F	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section D	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
Routing Slip (Interim)	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Draft Report	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
NHQ 117 (Interim)	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Routing Slip (Final)	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.

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ADS Package	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
NHQ 117 (Final)	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section A4	Destroy 5 years from date of report.
AR	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section A4	Destroy 5 years from date of report.